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COMMONWEALTH of VIRGINIA

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

William C. Shelton
Director

MEMORANDUM

DATE: August 1, 2012

TO: Applicants for Original/Renewal of Salesperson's License

FROM: State Building Codes Office

SUBJECT: Statement of Compliance for Original/Renewal of Salesperson's License

Each licensed salesperson shall apply for an annual license by submitting the application accompanied by the required fee of \$100.00. Applicants for renewal shall meet “**all**” criteria for original licensing. Annual renewal or expiration of a license is one year from the issue date of a license, as per **Article 4, Salespeople, 13 VAC 6-20-130. License required; annual renewal**, Item B of the Virginia Manufactured Housing Licensing and Transaction Recovery Fund Regulations. Failure to receive a renewal form and appropriate fee of \$100.00 within 30 days of the license expiration date will require a reinstatement fee in the amount of \$225.00.

Please read each question below and circle the appropriate response. Return this completed form with your annual renewal by application or renewal notification and required fee. If you answer “yes” to any of the following questions, please attach a separate sheet explaining the circumstances(s) from start to finish. Include names, dates, court of jurisdiction, sentencing report and a copy of any probation papers or release statement. The Virginia Manufactured Housing Board shall review this information before a renewal license can be issued.

- A. Have you been convicted of a felony since your initial licensing by the Virginia Manufactured Housing Board? Yes No

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- B. Have you been convicted of any fraudulent or criminal acts in connection with the business of selling manufactured homes since your initial licensing by the Virginia Manufactured Housing Board? Yes No
- C. Have you been convicted of larceny or receipt of sale or stolen property since your initial licensing by the Virginia Manufactured Housing Board? Yes No

Statement of Compliance

I certify that I am familiar with the Manufactured Housing Licensing and Transaction Recovery Fund Regulations and other laws which govern the manufactured housing industry. I am in compliance with all such laws and regulations and the answers contained above are true and correct. I have the authority to sign this application and answer the questions listed above.

Date

Signature of Applicant

Print Name

Signature of Manager

Print Name

Name of Business